

North Carolina Agriculture Cost Share Program Review Summary
(June, 2016)

County	<u>Hyde</u>	Date of Previous Review/Report	<u>2010</u>
District Staff Name(s)	<u>Debbie Cahoon, Daniel Brinn</u>	Date	<u>6/21/16</u>
NRCS Staff Name(s)	<u>Rodney Woolard</u>		
Division Representative(s)	<u>Ken Parks, Eric Pare</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The board meetings are usually called meetings to work with farmers' schedules. The meeting notices are posted on the county government center and on the county's website.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	The meeting notices are posted on the county government center and on the county's website.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	The technician goes over the land unit and what the resource concern is. The farmers are aware of what BMPs are needed. Proceeds with an application and does a site visit to determine the feasibility.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>	X				The instances are for drainage issues like tide gates, etc. Commendation given for helping with technical assistance. 40% of the technician's time is for technical assistance.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes.		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	The district uses an active contract ledger to see if a previous contract has been done with incentive BMPs.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Is your district using the self-certification for incentives form provided by the division?				X	Yes.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Uses the ledger as above.		X			
At what point in the application process does the district develop the contract? Describe this process.				X	The application is looked at with the feasibility, cost and ranked. The contract is developed for review for the board, but not yet submitted.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	The contract is approved by the board and the contract is taken to get final signatures and then the contract is discussed with the applicant and given a copy of the contract once the division has approved the contract.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Describe the district/board’s procedure for approving supervisor contracts.				X	The supervisor’s application is ranked just like all others and the supervisor abstains from voting.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes.		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>	X				Yes.		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>	X				Yes, looked good.		X			
What procedures do you follow for notifying the applicant that work can begin?	X				A memo is sent to the applicant to let them know their contract has been approved by the division and can start work. Very good letter.		X			
What information do you provide the applicant?					A copy of all the contract forms and the memo to start work.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	The technician encourages the farmers to let them know when the BMPs are		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
					installed or about to be installed. The technician schedules a time to look at the installed BMP. A construction check is usually done with an NRCS staff. Obtain JAA for the BMP checkout and proceed to request for payment if everything is okay.					
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.	X				The district makes a list of the contracts with the 1/3 rd date that is coming up soon and make note in the 6 notes.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?	X				Yes.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	The documentation is in the 6 notes and JAA designs and sometime pictures are taken on occasion.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, the BMP are re-measured before a RFP is approved.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?				X	They are done in February and all the board members usually go on the spotchecks. NRCS staff is also present. A public citizen was on the last spotchecks review.		X			
How does the district randomly select which contracts to spot check?				X	A random number is selected and the number is used to select the 5% of the active contacts.		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	N/A		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	N/A		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	N/A		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	The district notifies the NRCS area office (Joy Sherrod) of a supervisor contract through an email.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The district notifies the applicant by a letter to replace missing boards on water control structures or damage to the structures.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?	X				All five supervisors are on the spotchecks so the supervisors are aware of the non-compliance issues.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	The district has not had to request repayment of funds.		X			
Is the district notifying the division of non-compliance and resolutions?		X			Yes, but also recommend to notify the division at the first knowledge of a non-compliance issues.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 3: Record Keeping										
Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?				X	The district keeps a manual of the contracts with a running spreadsheet.		X			
In what instances does the district use the division on-line (website & CS²) reports?				X	Yes.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The county finance department handles the TA and operating funds. Yes, they are audited by Thompson, Price, Scott, Adams & Co. P.A. and the last audit was March 30, 2016.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Daniel Brinn.					
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Same as above for TA funds and operating funds.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	The district technician does not have any JAA, but is working with the NRCS area office to obtain JAA.		X			
Comments: The office section of the review was good with 7 commendations, 1 recommendation and no corrections.										

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 48-2006-017 Applicant Name: Tom Canady BMP: Water Control Structure 				X	The BMP was functioning properly and looked good. Documentation in the file looked good.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<div>Contract Number: 48-2006-008</div> <div>Applicant Name: Mattamuskeet Ventures</div> <div>BMP: Water Control Structures</div> <div></div>		X			<div>The BMP was functioning properly and looked good.</div> <div>A recommendation is given for some debris removal around the structures and some earth back fill around the headwalls based on district staff technical specifications.</div> <div>The documentation looked good in the file except for missing some field notes.</div>	X		<div>The district sent a letter to Ben Simmons to remove the debris and replace the earth fill. Mr. Simmons had substantial damage from Hurricane Matthew and it may take a little longer to get these maintenance items corrected.</div>	<div>Upon clean-up from Hurricane Matthew.</div>	<div>Plan of action is accepted. Due to Hurricane Matthew, this recommendation will require a follow-up at later date.</div>

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<p>Contract Number: 48-2007-013 Applicant Name: Tommy Gibbs BMP: Water Control Structure</p> 				X	<p>The BMP appears to be functioning properly, however the cooperators made a modification to the BMP and installed a pump system. The division is referring this BMP modification to someone with JAA to determine if the BMP is still in compliance or not. NRCS has determined that the BMP is functioning properly and that the modification is an added help to the water drainage. The BMP therefore is in compliance.</p> <p>Documentation in the file looked good except the conservation plan was missing.</p>	X				

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 48-2012-004 Applicant Name: G & M Farms, Inc. BMP: Long Term No-Till 				X	The BMP was functioning properly and the residue looked good. Documentation in the file looked good.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 48-2006-002 Applicant Name: Tooley Farms BMP: Water Control Structure 				X	The BMP was functioning properly and looked good. Documentation looked good except there were no field notes or conservation plan in the file.		X			

Comments: The documentation in the older contracts was very minimal, however the more recent contracts looked very good with substantial documentation.